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CIA-RDP78-03985A000600010005-6

LOGISTICS OFFICE

PROGRAMMED OBJECTIVES, FISCAL YEAR 1978

SECURITY INFORMATION

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1. Executive Directions and Administrative Support for Logistics Operations

1. Implement existing property accountability and property accounting criteria on a worldwide basis.
2. Establish a performance type budget for operational use reflecting the detailed programmed objectives of the Logistics Office.
3. Establish a budget control to insure expenditure of funds in accordance with planned programmed objectives.
4. Establish clear staff and functional responsibilities on budget matters between the major operating components of the Agency, Logistics Office, and the Comptroller's Office to insure effective coordination in budget planning and administration.
5. Develop procedures to implement the policies of the Career Service Board.
 - a. Establish and maintain a current roster of logistics personnel throughout the Agency.
 - b. Develop a planned personnel rotation program designed to supply trained logistics personnel when and where needed.
 - c. Develop qualification standards for recruitment and promotion of logistics personnel.
 - d. Develop position standards and grade levels for logistics positions as the basis for recruitment, training, and placement of logistics personnel.
6. Conduct a survey of proprietary projects from the viewpoint of logistical functions.
 - a. To determine where and when the Logistics Office should participate.
 - b. Make recommendations as to the scope and the extent of this participation.

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7. Analyze training requirements for Agency logistics personnel and conduct or arrange for such training as necessary to make most effective use of available manpower.
- a. Provide personal indoctrination and on-the-job training for Agency logistics junior officers and other higher level personnel scheduled for overseas assignment.
 - b. Schedule all office professional and technical personnel through the Agency Administrative Support Course.
 - c. Utilize Agency, Defense Department, and non-government training facilities to the extent practicable in the development of technical skills.
 - d. Develop a program for the planned training and career development of selected individuals who will occupy key positions.
8. Develop and implement, in conjunction with the Comptroller, a revolving stock fund account for use in the procurement of materiel and equipment.
9. Implementation and application of [REDACTED] logistical support directives world-wide.
10. Initiate post D-Day planning in terms of Logistics Standard Operating Procedures, Emergency Headquarters [REDACTED]
11. Continue review and alignment of office objectives for establishment of an operation based on a performance yardstick.

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III. Coordinating Agency Logistical Problems, Logistical Support Planning, and the Computations and Development of Material Requirements in Support of Operations

1. Reallocate material world-wide to meet operational requirements from the viewpoint of strength concepts.
2. Develop realistic supply levels for projected programs.
3. Develop standard T/O & E's in collaboration with [REDACTED] DD/P.
4. Complete development of the logistical and operational planning manual.

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III. Procurement of Equipment, Supplies, and Contractual Services

1. Establish pool of potential sources of supply and their financial and protective reliability.
2. Complete indoctrination of the requisitioning activity.
 - a. Secure accurate specifications, classifications [REDACTED]
 - b. Establish realistic delivery dates.
3. Establish and implement the procurement portion of a world-wide logistical system.

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V. Storage, Distribution, Control, Accounting for, Surveillance, Rehabilitation and Disposal of Agency Supplies and Equipment

1. Analyze the requirements of the requisitioning activity based upon ultimate distribution of the materiel.
2. Supervise the world-wide inventory program and initiate controls to keep inventory current.
3. Assign the inspection and maintenance functions to insure proper stock surveillance.
4. Establish and implement the supply portion of the world-wide logistical system.
5. Establish a periodic world-wide stock balance and consumption report.

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VI. Traffic Management and Transportation Services to Support the Movement of Personnel and Things for this Agency

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1. Publication of Agency Regulations setting forth the procedures for the movement of Agency employees [REDACTED] their dependents, household goods, personal effects, privately-owned automobiles and pets [REDACTED]. 25X1C
2. Preparation of necessary regulations for the control of transportation of things and travel.
3. Development of an efficient and economical system for the operation of Agency trucks in the Continental United States.
4. Determination of the most economical and efficient method of furnishing vehicular support in the metropolitan area of Washington.
5. Development and publication of a procedure for reporting motor vehicle accidents.
6. Development of rate tables to be furnished to the area divisions for the purpose of estimating transportation costs.

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